

## **MDH/OPASS 20-17751 – Financial Management and Counseling Services**

Vendor Question Received 8/9/19

**Reference:** 2.3.10.e. (Records)

**Pages:** 26

**Comment:** The Contractor shall develop and implement processes to support Participants in maintaining documentation of service delivery to support payments for services provided and bi-weekly monitor such documentation.

**Question:** To what type of documentation is this pertaining? Would the documentation requirement be related to just payroll payments or also to vendor payments for goods and services? Would a timesheet or a vendor's invoice be considered sufficient to meet this requirement? If not, what would be considered sufficient? What type of monitoring by FMS would be expected? Would payment be contingent upon the documentation requirement being satisfactorily met? Is this a duplication of CCS monitoring? If not, how does it differ?

**Department Response:** The Offeror is responsible for monitoring the processes identified in the Scope of Work. Utilizing a database for tracking, reporting, and responding to occurrences of timesheet overbilling and timesheets that cannot be paid due to missing or erroneous information are essential components of this solicitation. The Offeror is responsible for successfully complying with the general administrative requirements and tasks developed by MDH to assure ongoing service quality for Participants who choose Self-Directed Services including submission of audited financial statement, within (4) months of the close of the Contractor's fiscal year, as stated in **subsection 2.3.10.f.1**. The offeror should review section **2.3.10 Records**.